



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**SELECT BOARD
MEETING AGENDA**

July 30, 2019
Municipal Center, Conference Room A

7:00 p.m.

CALL TO ORDER

REGULAR SESSION

ANNOUNCEMENTS

1. SCHEDULE

- a) [Grafton & Upton Railroad, Traffic Safety Improvements](#)

2. RESIGNATIONS

3. APPOINTMENTS

- a) [Select Board - None](#)

Town Administrator

- b) [Affirm Appointment of Fire Inspector](#)

4. NEW BUSINESS

- a) [Traffic Safety Committee Recommendations](#)
- b) [Fire Truck Lease Resolution](#)

5. SELECT BOARD REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

8. [MEETING MINUTES](#) - June 4, 2019

9. EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)

Litigation Update
Litigation Strategy
Union Negotiations
Land Negotiation
Non Union Negotiations
Strategy for Negotiations
Minutes

ADJOURN

1 (a) SCHEDULE - GRAFTON & UPTON RAILROAD TRAFFIC SAFETY IMPROVEMENTS

Informational Discussion: Representatives from the GURR will be in attendance to present traffic safety improvements suggestions near their Grafton Facility. This is an informational only meeting. At a later date the board can approve/choose a plan that they feel best meets the needs of the town.

NO ACTION NECESSARY



● = Study Intersection



PARE CORPORATION
ENGINEERS - SCIENTISTS - PLANNERS
9 BLACKSTONE VALLEY PLACE
LINCOLN, RI 02865
401-334-1100

Project No. 19096.00

Date: June 2019

Figure 1 Locus Map

G&W - Grafton Intersection Improvements
Grafton, Massachusetts

3 (b) APPOINTMENTS, TOWN ADMINISTRATOR – FIRE INSPECTOR

The town received eight applications for the position of Fire Inspector. Three candidates were interviewed by Chief Gauthier, Assistant Town Administrator, Rebecca Meekins, Retired Inspector Steve Charest and Building/Zoning Inspector, Robert Berger. After two rounds of interviews the group made a recommendation to put forth Courtney Manning's name for affirmation by the Board.

[Back to Agenda](#)

4 (a) NEW BUSINESS – TRAFFIC SAFETY COMMITTEE

The Traffic Safety Committee met on June 26th and reviewed several requests from town residents. The committee has forwarded their recommendations to the Select Board for final approval. Chief Crepeau will be present to answer any questions the board may have.

MOTION: (if in agreement with the TSC's recommendations)

I move the Board vote to accept the recommendations of the Traffic Safety Committee as outlined in their memo dated July 18, 2019 and coordinate with the Highway Department for the implementation.

MOTION: (if amendments are made)

I move the board vote to accept the recommendations of the Traffic Safety Committee as outlined in their memo dated July 18, 2019 and include the changes discussed this evening. The work shall be coordinate with the Highway Department for the implementation.

[Back to Agenda](#)



**GRAFTON TRAFFIC SAFETY
ADVISORY COMMITTEE**

30 Providence Road
Grafton, MA 01519

DATE: July 18, 2019
TO: Board of Selectmen – Town of Grafton
SUBJECT: Recommendations of the Traffic Safety Committee

The Traffic Safety Committee met on June 26, 2019 to discuss several petitions. All members were present. After review and discussion on all requests, the Traffic Safety Committee is forwarding the following recommendation to the Board of Selectmen for consideration:

1. **Request from Ken Holberger for “Hidden Driveway” sign on Old Upton Rd.**
A motion was made to place a “Hidden Driveway,, sign on Old Upton Rd. in the location requested at the discretion of the DPW. MMSP (5-0)
2. **Request from Barbara Gannon for “Blind Person” sign on Usher Rd.**
A motion was made to place a “Blind Person,, sign in the vicinity of 8 Usher Rd. at the discretion of the DPW when the petitioner provides a confirming letter from a recognized medical provider. MMSP (5-0)
3. **Request from Wayne McAuliffe and Shirley White for “Stop” sign on North Brigham Hill Rd. at Wheeler Rd. and pedestrian signage on Wheeler Rd.**
Following discussion of vehicles speeding past the turn from North Brigham to Wheeler only to get stuck at the dead end of North Brigham, a motion was made to install a “Stop,, sign northbound on North Brigham at the intersection of Wheeler and refresh the existing “Dead End,, sign if necessary. MMSP (5-0) Following discussion of the 8000 volunteers working annually at Community Harvest Project and crossing Wheeler Road to access remote fields, a motion was made to install “Pedestrian,, signs east and westbound on Wheeler road in the vicinity of the Brigham Hill Farm driveways at the discretion of the DPW. (MMSP 5-0)
4. **Request from Mary Nolan for raised crosswalks on Main St. near Mill Village Park and restricted parking on Sampson St.**
Following discussion about the ability for emergency vehicles to pass freely on Sampson St. and the tight turn at the south end of the street a motion was made to restrict parking on the west side of Sampson Street. MMSP (4-0-1)
**(Though approved, I am requesting that Select Board take no action as this time.)
5. **Police request for “Slow Curve” sign on Westboro Rd.**
Following discussion about limited sight issues traveling from Waterville St. to Westboro Rd., a motion was made to install a “Slow Curve,, sign on Westboro Rd. (MMSP 5-0)

Respectfully Submitted,

Normand A. Crepeau, Jr. Chair
Traffic Safety Advisory Committee

[Back to Agenda](#)

4 (b) NEW BUSINESS: FIRE TRUCK LEASE RESOLUTION

Leasing 2, the company we are using to lease the new Seagrave Fire Truck is requesting that the Board adopt the following resolution as a part of the lease application. The resolution states that the town has determined that there is a true and real need for the purchase, that the equipment will be used for government purposes, and that the town has followed legal bidding requirements.

MOTION:

I move the board vote to authorize the chairman and the clerk of the Select Board to sign the Fire Truck Lease Resolution contract with Seagrave Fire Apparatus, LLC .

[Back to Agenda](#)



OFFICE OF THE BOARD OF SELECTMEN

30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

*Bruce Spinney, Chair
Edward Prisby, Vice Chair
Peter Carlson, Clerk
Jennifer Thomas
Doreen DeFazio*

RESOLUTION OF GOVERNING BODY

LESSEE (legal name): Town of Grafton

At a duly called meeting of the governing body of Lessee (as defined in the Agreement) held on July 30, 2019, the following resolution was introduced and adopted.

WHEREAS, the governing body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described in the Lease-Purchase Agreement presented to this meeting; and has further determined that the Equipment will be used solely for essential governmental functions and not for private business use.

WHEREAS, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such equipment.

BE IT RESOLVED, by the governing body of Lessee that the terms of said Lease-Purchase Agreement and Escrow Agreement are in the best interest of Lessee for the acquisition of such equipment, and the governing body of Lessee designates and confirms the following persons to execute and deliver, and to witness (or attest), respectively, **Leasing 2, Inc.** Lease-Purchase Agreement and Escrow Agreement, if applicable, and any related documents necessary to the consummation of the transactions contemplated by the Lease-Purchase Agreement and Escrow Agreement.

Signature of Party to Execute Lease-Purchase Agreement and Escrow Agreement

(Print Name and Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the above and foregoing Lease-Purchase Agreement and Escrow Agreement is the same as presented at said meeting of the governing body of Lessee.

Secretary/Clerk of the Board

Date

[Back to Agenda](#)

MINUTES: JUNE 4, 2019

The Board is asked to review and approve the meeting minutes of June 4, 2019.

#1 MOTION: (MINUTES OF June 4, 2019)

I move the board vote to accept the meeting minutes of June 4, 2019 as submitted.

MOTION (if there are edits):

I move the board vote to accept the meeting minutes of June 4, 2019 as amended.



OFFICE OF THE SELECTBOARD
30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

SELECTBOARD
Meeting Minutes
June 4, 2019

A regular meeting was called to order at 7:00 p.m. Present was Chairman Bruce Spinney, Vice Chairman, Edward Prisby, Clerk, Peter Carlson, Jennifer Thomas, and Doreen DeFazio. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

Late: Vice Chairman, Edward Prisby. Arrived: 7:02

REORGANIZE AND ELECTION OF OFFICERS - A motion was made by Ms. DeFazio that the Board nominate Ms. Thomas for Chairman of the Select Board. Motion was seconded by Mr. Carlson. Motion did not carry 2-3. A motion was made by Mr. Carlson that the Board nominate Mr. Spinney for Chairman of the Select Board. Motion seconded by Ms. Defazio. Motion carried 4-1. A motion was made by Mr. Carlson the Board nominate Mr. Prisby for Vice Chairman of the Select Board. Motion was seconded by Mr. Prisby. Motion carried 3-2. A motion was made by Mr. Prisby that the Board nominate Mr. Carlson for Clerk of the Select Board. Motion seconded by Ms. Defazio. Motion carried 4-1.

ANNOUNCEMENTS

Silver Lake Beach opens for the season on June 15. Beach passes are available in the Recreation office anytime or at the beach once open for the season.

Big Truck Day returns on June 15. Stop by the Municipal Center from 10am-noon to visit all sorts of big rigs. It is recommended to park at the high school. This is a free event held by the Recreation Department.

SCHEDULE

PUBLIC HEARING: CLASS I LICENSE TRANSFER-122 WORCESTER STREET, ANDERSON AUTOMOTIVE SALES - Application made by Mr. Jason Roszkiewicz of Worcester, MA for a Class I License Transfer (License to sell new vehicles) from Anderson Automotive Sales of 122 Worcester Street to Blessed Motors, Inc. d/b/a Anderson Automotive to be located at 122 Worcester Street, N. Grafton. A motion was made by Mr. Prisby the Board vote to open the public hearing. Motion was seconded by Mr. Carlson. Motion carried 5-0. Owner of Anderson Automotive, Toby Anderson was

Select Board
Minutes
June 4, 2019

[Back to Agenda](#)

on hand to answer any questions along with applicant Jason Roszkiewicz. Motion was made by Mr. Carlson to close public hearing. Motion seconded by Ms. Thomas. Motion carried 5-0. A motion was made by Mr. Carlson the Board vote to approve the Class I License Transfer from Anderson Automotive Sales of 122 Worcester Street to Blessed Motors, Inc. d/b/a Anderson Automotive to be located at 122 Worcester Street, in North Grafton. Motion seconded by Ms. Defazio. Motion carried 5-0.

APPOINTMENTS

ELECTION WORKERS - Per request and recommendation of the Town Clerk: Sharon D. Ward, Dominick Marzziotti, and Nancy Malone. A motion was made by Mr. Carlson the Board vote to appoint Sharon D. Ward, Dominick Marzziotti and Nancy Malone as Election Workers. Motion seconded by Mr. Prisby. Motion carried 5-0.

FIRE DEPARTMENT STUDY COMMITTEE - The Board appointed 3 Members-at-Large to the Fire Department Study Committee. The Charge still calls for one member of each Fire Company (3 total), and two members in leadership positions with the Fire Department, as well as one member of the Select Board. For June 4, 2019, three members from Station 2 have applied to the Company positions. There are four applicants for the two available leadership positions. A motion was made by Mr. Prisby to appoint Mr. Carlson for the Fire Study Committee representing the BOS. Motion seconded by Ms. Thomas. Motion carried 5-0. Further discussion of the leadership positions to take place for June 11, 2019.

ANNUAL APPOINTMENTS – In June of each year, annual appointments for boards and committees, made by the Board are reviewed and reappointments made. An advertisement was posted in the Grafton News notifying residents of the expiring terms, allowing people to submit letters of interest for those terms which are up for renewal. No new letters of interest have been received. Resignations received will be accepted at the first meeting in July as those terms do not officially end until June 30, 2019. A recommendation was made by Mr. Spinney to check on the status of the current committees prior to deciding. The Board unanimously agreed to follow up at the next meeting regarding re appointments.

APPOINTMENTS – The Town Administrator made his annual renewals for those boards and committees appointment by him. The board was asked to affirm his reappointment list. A motion was made by Mr. Carlson that the Board vote to affirm the appointments of the Town Administrator per the list provided on June 4, 2019 for the upcoming fiscal year beginning July 1, 2019. Motion was seconded by Mr. Prisby. Motion carried 5-0.

NEW BUSINESS

VOTE TO APPROVE: MERGER OF TUFTS GRAFTON AND BOSTON/MEDFORD INSTITUTIONAL BIOSAFETY COMMITTEES (IBC's) - A letter was received from the Interim Dean at Tufts, Joyce S. Knoll on May 15, requesting support from the Board in the merger of the Grafton and Medford Institutional Biosafety Committees. The merged Committee would still adhere to the Town of Grafton By-Laws which governs the IBC. The intent is to better streamline review processes for projects between Medford/

Grafton. Jean Poteete and representatives from Tufts were present at the meeting to answer any questions. On April 8, 2019, the Grafton BOH met to review the proposed union and provided a memo in support of the merger. A motion was made by Mr. Carlson that the board vote to support the merger of Tufts University Medford/Grafton Institutional Biosafety Committees. Motion was seconded by Ms. Defazio. Motion carried 5-0.

VOTE TO SIGN: GRANT OF EASEMENT TO MA ELECTRIC COMPANY FOR OLD WESTBORO ROAD/NEW DPW FACILITY - The Board was asked to grant an easement to provide electrical service thru MA Electric Company to the new DPW Facility on Old Westboro Road. Andy Deschenes was present to answer any questions. A motion was made by Mr. Prisby that the board vote to sign the easement for MA Electric Company for an easement on a parcel of land on the north side of Estabrook Road and the east side of Old Westboro Road to provide electricity service to the new DPW Facility. Motion was seconded by Mr. Carlson. Motion carried 5-0.

VOTE TO SIGN: CONTRACT WITH VHB FOR STORMWATER MANAGEMENT REPORT - For compliance with the National Pollutant Discharge Elimination System (NPDES), the Town would have a contract with VHB to meet the reporting requirements to the EPA for the new MS4 Permit effective as of July 1, 2018. VHB would assist the Town in achieving the MS4 Permit's first-year requirements, and developing a basis for attaining future requirements. Contract Amount: \$23,100.00 Funding Source: Town Engineering Professional & Technical Budget. A motion was made by Ms. Defazio to allow the Chair to sign the MS4 Compliance contract with VHB dated May 15, 2019. Motion was seconded by Ms. Thomas. Motion carried 5-0.

VOTE TO SIGN: CONTRACT WITH PETERSON OIL SERVICE FOR DIESEL FUEL AND UNLEADED GASOLINE - The Town took part in the FY20 Joint Fuel Procurement arranged by CMRPC. About 30 towns acted in the joint fuel procurement. The prices acquired for Diesel Fuel for \$2.4484 and Unleaded Gasoline for \$2.0909 are both from Peterson Oil at a fixed price, with no minimum order obligation. The Town would still be free to shop the state bid list if the market holds and prices stay low. A motion was made by Mr. Carlson that the board vote to sign the contract with POS for Diesel Fuel and Unleaded Gasoline for the fiscal year beginning July 1, 2019. Motion was seconded by Mr. Prisby. Motion carried 5-0.

VOTE TO SIGN: HOST COMMUNITY AGREEMENT WITH MJ's Market, INC. - MJ's Market attended the May 7, 2019 Board meeting regarding their ideas to locate a grow facility at 13 Centennial Drive in Grafton. The Town has been in negotiations with them since, and has been working on a host agreement. A few changes to the agreement were made and will be further reviewed on June 11, 2019.

VOTE TO SIGN: RECREATION CONTRACTS WITH THE FOLLOWING VENDORS: WICKED COOL, FIN & FEATHER SPORTS, HILLSIDE MEADOWS EQUESTRIAN, JAMES CHISHOLM, BEST SOCCER AND SKYHAWKS SPORTS ACADEMY FOR THE 2019 SUMMER SEASON - The favorable contracts would be for summer

recreation programs offered during the Summer of 2019 through the Grafton Recreation Department. Jen Andersen was present to discuss and answer questions. A motion was made by Ms. Thomas that the Board vote to have the Town Administrator sign the contracts with: Wicked Cool, Fin & Feather Sports, Hillside Meadows Equestrian, James Chisholm, Best Soccer and Skyhawk Sports Academy for the 2019 Summer Season. Motion was seconded by Ms. Defazio. Motions carried 5-0.

VOTE TO AWARD AND SIGN: PAY AS YOU THROW BAG CONTRACT TO WASTEZERO - The Town went out to bid for custom printed/package PAYT Trash Bags and Account Management Services. The IFB specified a one-year contract with (4) one-year renewal options. Papers were made available on April 23 thru May 17, through the Town Administrator's Office. IFB was publicized/posted on the Central Register, CommBuys, and the Grafton News. Several inquiries were received and packets sent out to 10 suppliants and received 1 result. The response received came from our current vendor, Wastezero. Pricing given for drawstring bags: 24x28/33x35 \$82,880.00 (current) 24x28/33x35 \$73,216.80 (recommended). The Town requested pricing from WaveTop and Drawstring bags. A motion was made by Ms. Defazio the Board vote to enter into a contract with Wastezero for PAYT bag manufacturing and account management services as recommended. Motion was seconded by Ms. Thomas. Motion carried 5-0.

VOTE TO SIGN: EMPLOYMENT CONTRACT WITH CHIEF OF POLICE - The Chief notified the Town of his intent to stay on as Chief of Police per obligation of his current contract. Mr. Crepeau Jr. was present to answer any questions. A motion was made by Mr. Prisby that the Board vote to sign the Contract with Normand Crepeau, Jr. from July 1, 2019 to June 30, 2022. Motion was seconded by Mr. Carlson. Motion carried 5-0.

VOTE TO SIGN: FINAL REPORT FOR COMPENSATION OF CHAPTER 90 FUNDS FOR SCHOOL ZONE LIGHTS - In 2018 the Board voted to approve an application to Chapter 90 for school zone lights to be upgraded at various locations around town. The project was completed for approximately \$47,000. With the project completed the Town could request reimbursement from the state. A motion was made by Mr. Prisby that the Board vote to sign the final report for reimbursement of Chapter 90 funds for the replacement of school zone lights. Motion was seconded by Mr. Carlson. Motion carried 5-0.

RIGHT OF FIRST REFUSAL (61A): 44 ESTABROOK AVE/ KNOWLTON FARMS TRUST-The Knowlton Farm Trust has requested to remove 44 Estabrook Ave from 61A in order to put a solar field on the property. When removing a property from 61A or B, the Town has the right of first refusal on that property. The Town reached out to other Boards and Committees to gather input on exercising the town's right. The Conservation Commission, Recreation Commission, Board of Assessor's and Planning Board all recommend that the Board NOT exercise its right of first refusal for this property. A motion was made by Mr. Carlson the Board vote NOT to exercise its right of first refusal for the property located off of 44 Estabrook Ave. Motion was seconded by Ms. Defazio. Motion carried 5-0.

SELECTMEN REPORTS / TA REPORTS – The Town Administrator updated the Board on the following: Economic development \$30,000, regarding the use for the soon to be old DPW site. John Allen was gathering information thru an online survey, QR code and APP from commuters who use the MBT lot in Grafton. They will use the information to help develop surrounding area near station. National Grid apologized for the problems created during the Rt. 30 project, and developing parcel for Rt. 30 pump station that the sewer line will tie into. The Purchase and Sale agreements were acquired for the Robinson property. Mike Moore had reached out to the Town Administrator regarding possible additional funds from Chapter 90. A suggestion for possible further funding was the school program to have the sidewalks extended to Sean Mikeal Way or to have engineering cost provided for George Hill Road. GCTV would be temporarily out of service while moving to the new location. Verizon would be moving a pole and connections for the cable studio. The ADA study was expected to be available by the end of June. There was a household hazardous waste drop off day scheduled for June 15 at 9 Depot St. The Town Administrator was in receipt of applications for the Fire Inspector position. Active shooter training has been scheduled for Municipal Employees once logistics are in place, more info would be available. There was a joint meeting planned with the planning board on June 11th. Interviews would be held for the appointment of new members. On June 18th there would be a farmer's market wine license before the Select board and on June 20th a joint meeting was scheduled with the School Committee.

CORRESPONDENCE - Community Preservation Coalition expressed their excitement over the Town's purchase of the Robinson Property. Highlights were expressed over social media. Neighbors expressing concern over the conditions with trash at Cumberland Farms location near Amherst Street.

DISCUSSION-Board will discuss further on June 11th the following: Summer schedule, Goals for the Board and Board of Health meeting that took place on June 3rd.

MEETING MINUTES- April 2, 2019 & May 14, 2019 were ready to be approved. A motion was made by Mr. Carlson that both April 2, 2019 and May 14, 2019 be approved by the Board as submitted. Motion was seconded by Mr. Prisby. Motion carried 5-0.

At 8:39pm Bruce Spinney noted no executive session. A motion was made by Peter Carlson to adjourn. Motion seconded by Ed Prisby. Motion carried by roll call vote; Spinney: aye, Carlson: aye, Thomas: aye, Defazio: aye and Prisby: aye. Also present was Tim McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

Respectfully submitted,

Tammy M. Caron,
Recording Secretary

A video of the entire meeting can be viewed at: <https://www.youtube.com/watch?v=NYReHt4mq2k>

Select Board
Minutes
June 4, 2019

[Back to Agenda](#)